

**VIRGINIA REAL ESTATE BOARD  
COMMON INTEREST COMMUNITIES COMMITTEE**

**MEETING MINUTES**

January 9, 2003

- I. Real Estate Board Common Interest Communities Committee Meeting was held January 9, 2003, at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia 23230
- II. The meeting began at 9:00 a.m.
- III. Committee Members present: Gerald S. Divaris and Marjorie Clark.
- IV. Staff Members present:

Werner Versch II, Education Administrator  
Cynthia Schrier, Common Interest Community Liaison  
Nancy Watson, Procurement Officer  
Dawn Cooper, Administrative Staff Assistant  
Sandi Lewis, Accounting Supervisor

- V. The following took place:

The committee discussed the fifteen (15) responses that were received in response to the Request for Proposal that was sent out for the Common Interest Community Management Information Fund. Proposals were submitted from the following organizations:

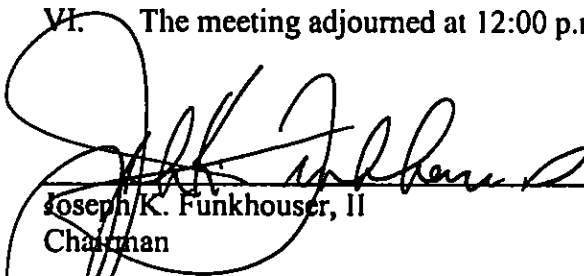
1. Central Virginia Community College
2. Old Dominion University
3. The Law Offices of William A. Marr, Jr.
4. Property Owner Association of Virginia, Inc. ("POAVA, INC")
5. Radford University
6. Lake of Woods/Germanna Community College
7. Prince William Clean Community Council
8. Paradigm Productions, Inc./Cummings & Associates, Inc./RJL Associates, Inc.
9. Community Association Institute ("CAI") – submitted six (6) different proposals)

Each of the proposals were reviewed and discussed among the Committee members with regards to their strengths and weaknesses. Each proposal was given a number rating by each Committee member for a number of predetermined criteria. Each number rating was totaled to prioritize the proposals.

Six (6) proposals were chosen out of the fifteen (15) that were reviewed. Cynthia Schrier, Dawne Cooper and Nancy Watson were then asked to draft response letters for each of the proposals in order to start negotiations with the organizations that submitted them. The draft responses are to be sent to Mr. Divaris, Ms. Clark, and Mr. Versch for their review and approval before being sent to each organization.

Sandi Lewis was brought in from the Department of Professional and Occupational Regulation's Finance division to discuss the appropriation and budget that has been allocated to the Fund and whether or not the appropriation can be increased in order to cover the six (6) proposals that were chosen. A request to increase the appropriation will be made by the Department.

VI. The meeting adjourned at 12:00 p.m.



Joseph K. Funkhouser, II  
Chairman



Louise Fontaine Ware, Secretary

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